

## IMPORTANT POLICIES ADDENDUM

Tenant acknowledges receipt of rental agreement and all indicated addenda as of \_\_\_\_\_  
\_\_\_\_\_ (date). The owner or a representative of owner has thoroughly explained all terms and conditions of tenancy. In addition, by initialing and signing this addendum, tenant understands their responsibilities including but not limited to the following:

- 1** Rent is due on the 1st of each month. If rent payment is not received or postmarked by the 4th of the month, a late fee of \$100.00 or 10% of rent (whichever is higher) will be assessed.
- 2** Renters Insurance is required before move in. If policy expires during lease, it is the tenants responsibility to provide management with updated policy.
- 3** If more than two insufficient funds notices are received, Tenant will be required to pay all rent/utilities in the form of guaranteed funds.
- 4** Tenant will be responsible for all applicable utilities, as explained in the rental agreement, and agrees to put all required utilities in Tenants name as of move-in date, or be subject to penalty charges. At move out, tenant is to revert utilities back to Porter Brauen. Tenant is not to turn utilities off.
- 5** Tenant understands that all non-emergency maintenance requests must be submitted to the owner in writing for approval, scheduling and completion. Tenant is aware that if a contractor has been scheduled for repairs and tenant fails to provide scheduled access and no other arrangements have been made for entrance, Tenant agrees to pay any trip charges incurred by the contractor.
- 6** All drains, toilets and or garbage disposals in rental apartment/house have been sufficiently cleared and are in working order prior to move-in. If a drain or toilet becomes clogged or replaced due to tenants negligence or fault, Tenant understands that the Tenant is responsible for any charges related to unclogging drains and not the owner/landlord. Payment is required upon arrival of the company fixing the problem.
- 7** Tenant understands that if an exhaust system is available in the unit/bathroom that they need to leave the unit going for another 20 minutes after use to remove the humidity in the unit.

- 8** If the rental unit is governed by HOA, Tenant and lease agreement will be subject to and will be regulated by the covenants, conditions and restrictions (CC&R's) as set forth in the declarations and by-laws for this property. Tenant understands that excessive noise and/ or disturbing any neighbors is a violation of the rental agreement. Tenant accepts responsibility for the actions of any guest(s) and any unauthorized tenants. At no time will any common areas be used for storage of personal property/trash/debris. First occurrence will receive a warning; subsequent occurrences will be subject to a \$50.00 fine.
- 9** Tenant understands that the security deposit does not qualify towards last months rent. Tenant has received and understands move out policies and security deposit refund addendum. Any damages not noted on the move-in check list will be considered tenant caused, and the tenant will be responsible for them.
- 10** Tenant agrees that at move out walkthrough on official move-out date, tenant will turn in all of the keys for the rental unit to owner/agent or be charged for each additional day until keys are returned.
- 11** Tenant agrees hereby acknowledges that if unit has wood floors they will use felt pads under legs on furniture and will not drag furniture along the floors as to avoid scratching them.
- 12** Tenant may not change the locks for any reason. For special circumstances the tenant must call management for arrangements.

  - a** Monday –Friday from 8 a.m. to 5 p.m., they can pick up keys from management. If management is available, a \$50 trip charge is charged for delivering keys to tenant.
  - b** If tenant locks themselves out of the unit after hours or on holidays, they are responsible for calling and scheduling a locksmith to unlock the unit at tenants cost. This is not considered a management emergency. Tenant is responsible for all lock out charges.
- 13** Exterior of property including yard and patios must be kept in presentable and sanitary condition. Tenant must keep grounds clean of garbage, clutter, cigarette butts and pet waste.
- 14** Barbecues - Propane barbecues are allowed, charcoal barbecues are prohibited due to fire hazard.

*I have read and agreed to all policies and procedures as stated in pages one and two of this addendum:*

PROPERTY ADDRESS:

TENANT: ..... DATE: .....

TENANT: ..... DATE: .....

TENANT: ..... DATE: .....

TENANT: ..... DATE: .....

TENANT: ..... DATE: .....

AGENT: ..... DATE: .....

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